

MEMORANDUM FOR All Units and Activities

SUBJECT: Travel Card Guidance

1. The United States Property and Fiscal Office for New Mexico recently underwent an Operational Review Program (ORP) Inspection. Based upon that review, the following supplemental guidance is provided for all Bank of America Travel Card holders, commanders and supervisors.
2. Split Disbursement is mandatory. All travel claim reviewers will highlight the split disbursement box and language of each 1351-2 and if split disbursement is not selected a thorough written justification will be attached to the form before forwarding for payment. If a traveler fails to elect split disbursement and goes 30 days or more delinquent (when the travel claim is paid timely), the card will be restricted or, if already restricted, will be suspended for 6 months without recourse.
3. Card abuse detected through delinquency, authorizations and declines, airline ticket purchases or any other report or in any other fashion will be dealt with as follows: Card goes from unrestricted to restricted, if applicable, and will be activated only at traveler's request through each level of command for the term of the TDY orders only. If the card is already restricted it will be suspended for 6 months without recourse.
4. Commanders or Supervisors will counsel in writing all sixty day or greater delinquent cardholders or travel card abusers and will furnish a copy of the counseling form to the Agency Program Coordinator through the Chief of Staff and the USPFO. If the debt is not paid in full at the time of the counseling the soldier will be advised in writing of the command's intent to release the soldier from any active duty order, including AGR, no less than fifteen days and no more than ninety days after such notice.
5. If a card is suspended, cancelled or revoked, the cardholder is required to accomplish the following within 10 days:
Suspension: Write and submit through the chain of command to the Chief of Staff, a 500 word essay on Army Values. The paper must be original work accomplished in a supervised study hall environment after work hours and on the cardholders own time.
Cancellation, Closure or Revocation (whether or not the cardholder desires to reestablish card privileges or obtain a new card): First, a 500 word essay through the chain of command to the Chief of Staff on travel card purposes, proper use, examples of abuse and prohibited uses and second, a 500 word essay on Army Values. All of the foregoing must be accomplished in a supervised setting after normal work hours. The work must be original, substantive and use proper grammar, punctuation and spelling.
6. This guidance requires the full support of commanders and supervisors and is intended to resolve, once and for all, problems with travel card delinquency and abuse. Further, the requirement is consistent with the cardholder agreement and statement of understanding. Please remind all cardholders that our values and "beyond the standard" ethos require that these obligations be taken seriously. Failure to do so at any level may constitute dereliction of duty and is undoubtedly counter to good order and discipline.



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